



## City of Austin - JOB DESCRIPTION



### Accountant Senior

<b>FLSA:</b>	Standard/Exempt	<b>EEO Category:</b>	(20) Professionals
<b>Class Code:</b>	10036	<b>Salary Grade:</b>	AA4
<b>Approved:</b>		<b>Last Revised:</b>	December 28, 2010

#### Purpose:

Coordinate and provide financial information to management by reviewing/preparing complex financial transactions/financial statements and reports and/or coordinating activities of employees who post and balance books of account.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Provides coordination of collections of revenue and/or payments processing by collecting and/or overseeing the collection of revenue and the clearing of delinquent accounts; processing of payments; notifying customers of insufficient payments, etc.
2. Prepares complex financial statements or reports by preparing and/or overseeing the preparation of complex balance sheets, income statements, and reports; collecting, analyzing, and summarizing account information and trends; applying advanced skills and knowledge of accounting and reporting requirements (Generally Accepted Accounting Principles "GAAP").
3. Prepares audit work papers for annual or special audit.
4. Carries out complex projects by researching new accounting requirements/information; organizing/summarizing data; presenting recommendations.
5. Maintains accounting ledgers by posting/reviewing and/or approving the posting of account transactions; ensuring transactions are processed in accordance with city policy, applicable laws and regulations, and sound business practice.
6. Verifies accounts and resolves account discrepancies by reconciling/reviewing reconciliation of statements/transactions and investigating documentation; issuing stop payments, payments, or adjustments and by facilitating discrepancy resolutions for other accounting staff members.
7. Assists department and other customers by providing procedural/financial and/or other information and guidance with automated or manual systems.
8. Maintains financial security by following internal accounting controls.

#### Responsibilities - Supervisor and/or Leadership Exercised:

May provide leadership, work assignments, evaluation, training, and guidance to others.

#### Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of internal control systems.
- Knowledge of preferred business practices.
- Knowledge of accounting practices and concepts.
- Knowledge of manual and automated financial systems.
- Knowledge of financial reporting in conformity with generally accepted accounting principles.
- Skill in effective verbal and written communications.
- Skill in analyzing and interpreting financial records.
- Skill in utilizing personal computer.
- Skill in designing and maintaining complex spreadsheets and data bases utilizing word processing software.
- Ability to prepare accurate and complex financial reports and statements.
- Ability to resolve problems or situations requiring the exercise of good judgement.
- Ability to establish and maintain good working relationships with other City employees and the public

#### Minimum Qualifications:

- Graduation from an accredited four-year college or university with major course work in a field related to accounting, twenty-four (24) college semester hours in accounting plus three (3) years of accounting experience.
- Four completed years towards a five-year accounting degree, plus three (3) years of accounting experience.
- A Master's degree in Accounting or Business Administration may substitute for two years of accounting experience.
- A CPA may substitute for the required four-year degree

#### Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.